



Clarke
County
Development
Corporation

PILLARS Granting Program

Introduction

The Clarke County Development Corporation, CCDC, is the sponsoring Iowa not-for-profit corporation, and holds the license for Lakeside Casino Resort at West Lake in Osceola. In accordance with its operating agreement with Lakeside Hotel-Casino, CCDC receives funding to allocate on a monthly basis to the CCDC Pillar grant award program.

CCDC is proud to be a part of the South Central Iowa area and thanks all its many individual, governmental, business and industry partners for their continual support. Lakeside Hotel- Casino is a product of the hard work and faith of the citizens of Clarke County.

Clarke County Development Corporation's funding policy provides that: five percent of the funds available for distribution are placed in a reserve fund established by the CCDC; 25% is allocated to the operations of CCDC; the remaining balance of funds are dedicated to charitable giving and distributed to qualifying 501(c)(3) or tax-exempt equivalent organizations serving the needs of the people in the Clarke County;

A WORD OF CAUTION! Funds available for the Pillars Granting Program vary each year. **Applying for a grant does not guarantee the requested project or program will be funded. Please recognize that your request may be funded fully, partially, or not at all.**

Focus

The Pillars Granting Program exists to improve the quality of life issues in Clarke County involving job creation and retention, family and children, recreational and religious projects.

Rules & How to apply

Clarke County Development Corporation, (CCDC) provides a grant application, which all applicants will receive with these guidelines.

The applicant must use the provided forms. All additional materials are to be provided as attachments to the application. Please do **NOT** place supporting materials with each answer; instead please attach them to the end of the application. If this form is reproduced, the same format must be followed or the grant application will be returned and not considered for funding. A copy of the application can be e-mailed to you as a Microsoft Word file, at your request.

A non-profit organization may expect the following procedures in regard to its request:

- An application form and guidelines will be provided to each applicant.
- All applications must be received on or before the first working day of each month to be considered. Applications cannot be emailed or faxed.
- The Grant Committee's recommendations will be presented to the CCDC's Board of Directors for consideration.
- All properly submitted applications will receive a written response in regards to the funding requested.
- All organizations receiving a grant award shall execute a *Grant Award Agreement*.
- All Grant Award Agreement forms must be returned within ten (10) working days or is considered void.
- All grant applicants must wait 6 months after the completion of previously approved projects before applying for a new project.
- A Resolution or written consent of the governing authority of the entity for the applicant must accompany the application.

Who may apply

The Grant Award Program is open to organizations holding a proper IRS Section 501(c)(3) or equivalent tax-exempt status.

- 501(c)(3) tax-exempt status is not to be confused with your Federal ID Number or state sales tax exemption number.
- Individual schools and churches may not have a separate tax-exempt certificate. They are either exempt by law or fall under a blanket exemption because of their ties to a municipality.
- Only one application per 501(c)(3) or equivalent tax-exempt status will be accepted,.
- In the event of a joint application involving 2 or more 501 (c)(3) entities, each party involved will be considered a grant recipient and shall be subject to all regulations of a Pillars Grant recipient.
- Tax Supported Entities (TSE), defined as those entities who receive any of their annual revenue from tax receipts will be limited in funds available. TSE's will be required to provide \$3 for every \$1 dollar of grant requested.
TSE's projects will be limited to a maximum of \$25,000 in grant funds per project.

Limitations

Clarke County Development Corporation Pillars Grants *will not* fund the following:

1. Travel or seminars.
2. Recurring or on-going expenses, except “start up costs.”
3. Political causes, candidates, and lobbying efforts.
4. Individuals, including scholarships and personal benefits.
5. Debt incurred or purchases made *prior* to grant award notification.
6. Funding for general operations, salaries, maintenance costs, alleviation of deficit budgets or to satisfy debt-financing costs.
7. Request for ticket/table purchases or advertising for benefits.
8. Use for the personal benefit of an organization’s members.
9. To replace an organization’s long-term existing source of funding.
10. Maintenance of existing, occupied, governmental buildings.
11. Support discriminatory activities.
12. Support private, for-profit businesses.
13. Support private, non-operating foundations.
14. Proposals to salvage programs.
15. Being the primary source of operating budget support.
16. City & County Infrastructure and basic services

Application Procedures

1. Please return the completed original application, with attachments, plus eighteen copies (18) to:

**Clarke County Development Corporation
P.O. Box 426
Osceola, Iowa 50213**

- **Please include a copy of the Internal Revenue Service determination letter confirming 501(c) tax exempt status (this is not required for organizations that are entities of government).
2. Grant applicants must have documentation that all matching funds are in place. Applications submitted must have a dollar-for-dollar cash match minimum. Contributions from other sources may be used to satisfy the required match. Applicants must demonstrate organizational financial strength to continue long term, or that projects can be completed within the documented time frame.
 3. If any organization is applying for funds for any program/project, which involves property that is not owned/operated by the applicant, the applicant must provide authorization from the owner/operator of the facility.
 4. All eligible applications will be reviewed and scored on an individual basis.

Award Procedures

A. *Grant Requests for Pillars Funds under \$10,000*

- **First of the Month** Applications due
- **2nd Wednesday of the Month** – Grant Making Committee recommendations for Pillars Funding will be submitted for consideration at the CCDC Board of Directors regular monthly meeting
- **Last Day of the Month**- notifications are made to applicants requesting grant funds.

B. *Grant Requests for Pillars Funds in excess of \$10,000*

- **First of the Month** Applications due
- **2nd Wednesday of the Month**- Grants shall be reviewed at the CCDC Board of Directors regular monthly meeting in which the applicant shall have a representative present to answer any questions or concerns the board may have with the application.
- **Following Month's Board Meeting** – Board of Directors will score and vote on the Pillars Grant request.
- **End of the Month** – notifications are made to applicants of their funding status.

Applicants who have been awarded funding will be required to complete a funding agreement which outlines the terms and conditions of the award. The original agreement must be executed and returned to CCDC within 10 working days of receipt. When the completed funding agreement has been **received by CCDC, the applicant will receive one-half of the funds awarded. The remainder of the award will be distributed following receipt and verification of costs of the project when complete. If a grantee does not require the full amount funded, CCDC holds those funds to benefit the next round of applicants.**

Applicants will be required to submit quarterly performance reports to CCDC. The report will indicate progress on the goals and project activities. Some projects may require the completion of a final product, study, or report. Performance reports may be quarterly, semi-annually, or for some projects, may be required for a period after the contract expires, or may only be one final report. Failure to submit reports may deem the applicant ineligible for future awards. The CCDC may perform field visits as deemed necessary.

All contracts have a funding expiration date of 12 months from the award date. The award may be automatically terminated at that time. The CCDC will entertain written requests for an extension which must be made at least 30-days prior to the contract end date.

Acknowledgement of Awards


If awarded, the organization must provide public acknowledgement of the grant award. Appropriate acknowledgements may take the form of, for example:

- Presentation of plaque to CCDC and Lakeside's representatives.
- Erection of plaque or marker on site.
- Visible recognition of contribution via press release or other media.
- Notations on marketing materials such as brochures, billboards, etc.

Scoring of Applications

The applications will be ranked based on the following criteria and scoring:

- a) **150 points - Economic and community enhancement impact to the area.**
How the project will improve the development potential of the project area, improve access to services, or create an environment for community improvement.
- b) **100 points - Capacity of the applicant to sustain, implement, or reach stated objectives once grant period is concluded.**
Ability of the applicant to sustain, maintain, or implement new system, building etc.
- c) **100 points - Demonstrated networking, cooperation and partnerships.**
Has the applicant worked with other entities, organizations, local governments, etc., necessary to meet stated goals and objectives.
- d) **200 points - Local financial and volunteer contribution to the project.**
Local efforts and capacity building; Evidence of cash match and leveraging ability
- e) **75 points - Creativity and innovation of the proposed project.**
How does the project demonstrates a new and creative approach to address a common issue/concern.
- f) **75 points - Evidence of local planning that supports the request for funds.** Community comprehensive plan, needs assessments, or similar planning activity that has led the applicant to the proposed activity for which application addresses.

	<p style="text-align: center;">THE CLARKE COUNTY DEVELOPMENT CORPORATION RETAINS THE RIGHT TO AMEND THIS APPLICATION, OR CHANGE THE PROCESS IN WHICH APPLICATIONS AND/OR GRANTS ARE ADMINISTERED AT ANY TIME, FOR ANY REASON.</p> <p style="text-align: center;">CCDC is an independent nonprofit corporation affiliated with, and holding the gaming license of Lakeside Hotel-Casino.</p>
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12. Answer the following questions as they relate to this project.

A: Objective of the project (A one page addendum describing your proposal in more detail **may** be attached):

B. Targeted population, including approximate number served:

C. Statement of financial need:

13. Organization:

A. Below, provide your organization's mission statement and a brief history of your organization.

B. Below, explain how this proposal meets the goals and objectives outlined in your mission statement and what planning has taken place.

14. Funding:

- A. If this program/project is ongoing, what are the future funding sources for the proposal?

- B. If your organization has a national, state or regional affiliation, what percentage of local funds is passed on to the national, state or regional organization?

15. Complete this page for the project for which you have applied. Please attach any quotes or bids applicable for the completion of the project.

	Total Needed For This Project	Funds Now Available	Source Of Available Funds	Pending Funds	Source of Pending Funds	Requested Pillars Funds
Personnel						
Organization						
Consulting						
Labor						
Equipment (itemize)						
Supplies (itemize)						
Capital Funds						
Endowment Fund						
Real Estate						
Other (itemize)						
Totals						
% Of Total						

16. Required Attachments: **Original and eighteen (18) copies required.**

- 1) Documentation from the IRS designating your organization as a tax-exempt entity. (CCDC will retain a copy of the Certificate in our files)
- 2) A Certificate of Good Standing from the Iowa Secretary of State stating that you are qualified to operate as an Iowa non-profit. (CCDC will retain a copy of the Certificate in our files)
- 3) A full, detailed budget for the current operating year of your organization, covering both income and expenses. School Districts and Municipalities may submit one copy. All others, the original and 18 copies.
- 4) A listing of the officers and directors, their compensation, if any.
- 5) Any authorizations or certifications pertinent to your agency or proposal.
- 6) **Minimum of two letters of support for the project**
- 7) **A record of the board meeting minutes from the applying non-profit organization authorizing application to the Pillars Grant Program.**
- 8) **A minimum of 2 bids for the project is needed. Please indicate which bid is preferred with an explanation as to why, especially if it is not the low bid. If you are unable to obtain 2 bids, a written explanation is needed. CCDC encourages seeking available local bids for projects.**

AFFIRMATION

I hereby affirm that:

1. **To the best of my knowledge and belief, all data in this application is true and correct and that the funds requested, if received, will be used for the purpose outlined in this application. In addition, I attest that I am authorized by the applicant organization to apply on their behalf.**

Signature: _____

Date: _____

Name: _____
(Please Type/Print)

Title: _____

DEADLINES AND MAILING INSTRUCTIONS

The original plus eighteen (18) copies must be received the CCDC Office by 5:00 PM on the first business day of the month.

Please send or deliver to: Clarke County Development Corporation, P.O. Box 426, Osceola, IA 50213.
